

Executive Assistant

7-9832/9

Chairman Wayne L. Mays
Chairman, Subcommittee to
Investigate Federal Printing
House of Representatives
Washington 25, D. C.

Dear Mr. Chairman:

I am happy to furnish the Subcommittee a resume of the paperwork management activity within the Central Intelligence Agency, as requested in your letter of March 1, 1956.

The Agency has had a continuous Forms Management Program in effect since 1946 when it was instituted by our predecessor, the Strategic Services Unit. Our program includes all of the elements of forms management recommended by the Hoover Commission; however, certain of their recommendations regarding paperwork imposed on private industry are not applicable.

I believe that the effectiveness of our Forms Management Program has been steadily increasing and that substantial savings have already resulted from our program. For example, during the period from 1953 to 1955, eighty-eight per cent more forms were brought under control, and the average number of copies printed per form was reduced by fifty-two per cent. Actions such as these have materially lowered the cost of printing, preparing and distributing forms and are permitting our staff to direct more of its attention to the essentiality, design and functional use of the forms.

Another area of paperwork management activity was established in 1950 in compliance with the Federal Records Act, when programs for the control over the creation, maintenance and use, and disposition of records were put into effect. Today we have a substantially integrated system for paperwork management which consists of active programs in:

Office business machines
Regulations control
Forms management

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Correspondence management
Reports management
Vital materials
Microfilming
Records systems, including office filing
and mail operations
Filing equipment and supplies standardization
and utilization
Records disposition.

While these programs are administered on a decentralized basis by the various offices of the Agency, over-all direction and coordination are furnished by the Chief of my Management Staff.

A classified report comparing the operations and accomplishments of our Records Management Program with the findings of the Hoover Commission indicates that the Agency is making excellent progress toward meeting the standards recommended by the Commission. If you feel it would be of value to your study, we can prepare an unclassified resume of this report.

I am enclosing descriptive material on several elements of our Records Management Program. If you desire additional information to assist you in your study, please call Mr. Norman S. Paul, my Legislative Counsel, on code 141, extension 734.

Sincerely,

Allen W. Dulles
Director

*Hand carried by
Legislative Counsel
3/15/56.*

Enclosures:

Four pamphlets:

Forms Management Program, CIA
An Introduction to Reports Management
Correspondence Management
Records Disposition

CONCUR:

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H. GATES LLOYD
Assistant Deputy Director
(Support)

Date: MAR 13 1956

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NORMAN S. PAUL
Legislative Counsel

Date: 13 March 56

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